

Certified Enrollment Detailed Instructions October 1, 2008

Due October 15, 2008

Complete data collection on the web at <http://www.edinfo.state.ia.us/>
ID and password are the same as for the BEDS

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Overview

General Filing Information

- File the Certified Enrollment Report forms electronically on the secure data collection website at www.edinfo.state.ia.us.
- **Consolidation with Project EASIER:** This is the **second** year of a **three-year project** to transfer certified enrollment student data collections to the Project EASIER student data collection. Districts will enter the certified enrollment data as usual this year; however, they will be able to view certified enrollment information that was generated from Project EASIER. Districts will use the populated information to check consistency in data reporting. Click on any underlined student count to go to another screen with detail by building. Again, click on any underlined student count to go to another screen with student-level detail. The Project EASIER information displayed on the certified enrollment forms is generated from information submitted by the serving/receiving district. Comment boxes are available at the bottom of several certified enrollment forms for comments related to certified enrollment and Project EASIER counts or discrepancies.
- Supporting detail for the entries, including a list of students, on each form of the certified enrollment report must be retained by the district for a minimum of five years. This information must be kept on file for use by the auditor to verify the numbers reported on the certified enrollment report forms.
- Instructions are located on the Department's website: <http://www.iowa.gov/educate/content/view/123/581/>

Due Dates

- **October 1, 2008.** First date to certify the number of students enrolled on the first weekday in October.
- **October 15, 2008.** Final date to certify enrollment.
- **November 1, 2008.** Final date to correct errors in the count of students who were officially enrolled and participating in the instructional program on the first weekday in October, but who were inadvertently omitted or not properly reported. Make a copy of the original forms filed, mark through the error, write the correction beside the error, write "amended" at the top of each form, and fax corrections to 515-281-7700. Or send an email to Su.McCurdy@iowa.gov describing the correction necessary.
- **After November 1, 2008, changes can only be made through the district's auditor.** Give all information regarding the proposed change to your auditor when the 2008-09 financial records are audited. The auditor will review the proposed change and the enrollment records. The auditor will contact the Department of Management and the Department of Education if the enrollment records support the adjustment. All information required on the original form on which the change is requested must be provided.

General Information on Counting Students

- Count only those resident students that, on count date, are **enrolled and are participating in the district's program or for whom the district has a valid contract to pay tuition** to another district or AEA (IAC 281—12.2(5)).
- A resident student is a child who is physically present in the district, whose residence has not been established in another district by law, and is in the district for the purpose of making a home and not for school purposes.
- No student can be a resident student of more than one school district.
- No student can be included on more than one row, rows 1 through 6 or row 10, on the certified enrollment summary form, except for dual enrolled CPI student FTE in grades 9-12 on form 5b.
- No student can be reported as more than a cumulative total full-time equivalent (FTE) of 1.0 on rows 1 through 11.
- Kindergartners and special education pre-kindergartners are counted as 1.0 as long as they are attending the full length of the program that the school has established for kindergarten and pre-kindergarten. If a student is in kindergarten half day and in pre-kindergarten half day, that student is still only counted as 1.0 and cannot be counted twice.
- Special education students are counted on the same rows as regular education students. No weighting for special education students can be included on the certified enrollment forms. The weighted count for special education students will be taken on the last Friday in October on a different data collection.
- **Not all students included on the special education count are included on the certified enrollment count. Not all students included on the Project EASIER student database are included on the certified enrollment count for funding through the school aid foundation formula. Refer to the list below of students eligible and ineligible to be counted for certified enrollment.**

Students Eligible to be Counted for Certified Enrollment

- Resident students, regular and special education, enrolled in public schools within your district in grades kindergarten through twelve, including those off site within your district (257.6(1)(a)), who are not CPI students. **(Row 1)**
- Resident CPI students, regular and special education, enrolled in public schools within your district in grades kindergarten through twelve, including those off site within your district (257.6(1)(a)), who are enrolled in HSAP. **(Row 1)**
- Resident CPI students, regular and special education, enrolled in public schools within your district in grades kindergarten through twelve, including those off site within your district (257.6(1)(a)), who are participating in student activities. **(Row 1)**
- Resident CPI students, regular and special education, enrolled in public schools within your district in grades kindergarten through twelve, including those off site within your district (257.6(1)(a)), who are 9-12 CPI students dual enrolled in classes within your district or PSEO. **(Row 5B)**
- Resident students enrolled in public schools within your district in a pre-kindergarten special education program (served pursuant to an IEP) (157.6(1)(a)). **(Row 1)**
- Resident regular education pre-kindergarten students that were five years old by September 15 in a regular school program with established curriculum and taught by a certified teacher regardless of what your district calls the program (282). **(Row 1)**
- Resident students that are tuitioned out part of the day to another district or AEA or Community College but who return to your district's instructional program for part of the day. **(Row 1)**
- Resident students in a whole-grade-sharing program provided within your district. **(Row 1)**
- Resident students in a whole-grade-sharing program that you send to another district. **(Row 3)**
- Eleventh and twelfth grade nonresident regular education students who were residents of your district during the preceding school year, who were not and are not under open enrollment, who are still residents of the state of Iowa, and who are enrolled in your district until the students graduate. This is called the Junior-Senior Rule. **(Row 1)**
- Eleventh and twelfth grade resident special education students who were residents of another Iowa district during the preceding school year, who were not and are not under open enrollment, who are still residents of the state of Iowa, and who are enrolled in their former resident district until the students graduate. This is called the Junior-Senior Rule. **(Row 3)**
- Eleventh and twelfth grade nonresident students, regular or special education, who were residents of your district during the preceding school year, who moved out-of-state, and who are enrolled in your district until the students graduate. The Junior-Senior Rule does not apply to students that have moved out-of-state. **(Row 9—tuitioned in by Parent/Guardian)**
- Nonresident regular education students who were not residing in your district prior to entering foster/residential care, who are now residing in a foster care facility, residential treatment facility for substance abusers, or other residential facilities not operated by the state that is located within your district [excluding students residing in a psychiatric medical institution for children (PMIC) or psychiatric unit of a hospital], and who are receiving their educational program in your district or at the facility located within your district. Only include students who are residents of Iowa, who are of school age, and who have not completed their high school course work or received a high school diploma or equivalent such as a GED. The district will need to get this information from the student enrollment forms maintained by the facility. It cannot use the lists provided by DHS because those lists will include special education students, students younger or older than school age, out-of-state students, and students who have completed their high school programs or received GEDs—none of whom may be included in your certified enrollment. The intent of “not being a resident of your district prior to entering the facility” is to insure that students who are only in your district because the facility is located there and whose parents/guardians do not reside in your district, are counted for funding. **(Row 1)**
- Resident students, regular education or special education, temporarily confined to a mental health institute (MHI), who will be returning to the resident district for school when their treatment is concluded. The district will not pay tuition for these students to the MHI because MHIs are state-funded. **(Row 1)**
- Resident students, regular education and special education, attending school in another district for whom your district pays tuition to that receiving district, who do not return to your resident district's educational program for part of the day, and who are not open enrolled and who are not CPI grade 9-12 students. **(Row 3)**
- Resident CPI students, regular education and special education, attending school in another district for whom your district pays tuition to that receiving district, who do not return to your resident district's educational program for part of the day, and who are not open enrolled and who are participating in student activities. **(Row 3)**
- Resident students, special education, attending school in an AEA pooled program for whom your district pays tuition to that AEA, who do not return to your resident district's educational program for part of the day. **(Row 3)**
- Resident students, regular or special education, attending school in an AEA Juvenile Detention or Shelter Care home program, who do not return to your resident district's educational program for part of the day, and who will be returning to the resident district for school when they are released from the Juvenile Home. The district will not pay tuition for these students to the AEA because the AEA is funded off-the-top of state aid. **(Row 3)**

- Resident students, regular education and special education, attending school in a high school program offered by a community college for whom your district pays tuition to that community college, who do not return to your resident district's educational program for part of the day. **(Row 3)**
- Resident students, regular education or special education, attending school in another Iowa district for whom your district pays tuition to that receiving district, who are open enrolled, and who are not CPI grade 9-12 students. **(Row 2)**
- Resident CPI students, regular education or special education, attending school in another Iowa district for whom your district pays tuition to that receiving district, who are open enrolled, and who are participating in student activities. **(Row 2)**
- Resident CPI students, regular education or special education, attending school in another Iowa district for whom your district pays tuition to that receiving district, who are open enrolled into a HSAP program. **(Row 2)**
- Resident CPI students, regular education or special education, who are CPI students in grades 9-12 and are enrolled in your district for classes or PSEO. **(Row 5B)**
- Non-resident CPI students, regular education or special education, who are CPI students in grades 9-12 and are open enrolled in your district for classes or PSEO. **(Row 5C)**
- Non-resident CPI students, regular education or special education, who are CPI students in grades 9-12 and are enrolled but not open enrolled in your district for classes or PSEO. **(Row 5D)**
- Resident students, regular education, attending school in another district under a whole-grade sharing agreement for whom your district pays tuition. **(Row 3)**
- Resident students, regular or special education, attending school in another district because your district has discontinued the grades in which those students are enrolled, and for whom your district pays tuition to that receiving district. **(Row 3)**
- Resident students, regular education and special education, receiving day services from a residential facility located in another district. These students return home at night rather than live in the facility. **(Row 3).**
- Resident students, regular education or special education, living in a psychiatric unit of a hospital or a psychiatric medical institution for children (PMIC) not operated by the state and which is located in another district (282.27). **(Row 3).**
- Students who otherwise reside in your district but who are enrolled in a nonpublic school, are home-schooled, or are previous dropouts if they are residing in a psychiatric unit of a hospital or PMIC on October 1 and enrolled in the educational program of the public school district in which the PMIC is located, even if they are not otherwise enrolled in your district. Your district is responsible for the tuition payment for these students (actual costs for special education students and maximum tuition rate for regular education students). **(Row 3)**
- Resident students, special education, residing in a foster care facility, treatment residential facility for substance abusers, or any residential facility not operated by the state that is located in another district. **(Row 3)**
- Resident special education students under the age of 21 whose IEPs specify continuation after completion of a high school program in a special education program offered by the community college, such as a Strive program. **(Row 3)**
- Students attending a university laboratory school, such as Malcolm Price Laboratory School (257.6). **(Row 2)**
- Students, resident or nonresident, who are enrolled in accredited nonpublic schools located in your district, and who participate in public school classes provided in the public school district buildings and to in which public school students are also attending. **(Row 4)**
- Students, resident or nonresident, who are enrolled in accredited nonpublic schools located in your district, and who are enrolled in eligible PSEO classes. **(Row 4)**
- Pre-kindergarten students, regular education, who were enrolled in a department-approved statewide voluntary 4-year-old preschool programs. **(Row 10)**
- Students for whom another district/agency or parent/guardian pays tuition to your district. **(Row 9—parent/guardian or state tuition paid)**
- Special education students with parental rights severed. Being court-ordered to an institution does not make a student a ward of the state with parental rights severed. The key element is the severance of parental rights. **(Row 9—state of Iowa tuition paid)**
- Resident students attending school and living in another district temporarily. For example, temporary residents would be students in protective custody or children with a parent that is caring for an ill relative or students who have been displaced due to a disaster, and who will return to the resident district. **(Row 3)**
- Nonresident students from out-of-state tuitioned into your district. [Note: guardianship does not establish residency for certified enrollment purposes. Residency means where the child is physically present for purpose of making a home and not solely for school purposes, that place where the student mainly and substantially performs those acts which characterize a home, such as sleeping, sitting, eating, and receiving visitors (OAG #46-9-5(L), Iowa Code sec-

tion 282.1, 1 D.P.I. Declaratory Ruling 1, 1 D.P.I. Declaratory Ruling 8, and 1 D.P.I. Declaratory Ruling 80, Mt. Hope School District v. Hendrickson 1971 Iowa 191,193)]. **(Row 9)**

- Foreign students participating in a foreign exchange student program and attending school in your district. Two of the most common visas students have are F-1 and J-1. Both of these visas have terms that disallow the students from establishing residence and the primary purpose for holding these visas is for school purposes. These terms preclude the students from being eligible for funding under the school aid foundation formula. Students on a J-1 visa are temporary residents of the district and the district is not required to charge tuition even though the district may not count the student for certified enrollment purposes. (OAG). Federal P.L.104-208 includes requirements related to students on F-1 visas and tuition. **(Row 9)**
- If your district is Vinton-Shellsburg and the IBSSS is located within your district: Regular education students, resident and nonresident who reside at the Iowa Braille and Sight Saving School and who are enrolled in classes in your district which are not available to them at the IBSSS are counted for the fraction of time they are enrolled in those regular education classes in your district. **(Row 5D)**
- If your district is Lewis Central and the ISD is located within your district: Regular education students, resident and nonresident who reside at the Iowa School for the Deaf and who are enrolled in classes in your district which are not available to them at the ISD are counted for the fraction of time they are enrolled in those regular education classes in your district. **(Row 5D)**
- If your district is Denison and the federal Job Corp program for dropouts is located within your district: Regular education students, resident and nonresident who reside at the Job Corp site and who are enrolled in classes in your district which are not available to them at Job Corp are counted for the fraction of time they are enrolled in those regular education classes in your district. **(Row 5D)**
- Resident students, special education, on whom parental rights have not been severed, who have been placed in a facility out-of-state by the Iowa court system, Iowa DHS, or IEP team. **(Row 3)**
- Resident students, regular education, for whom your district has initiated placement in a district out-of-state. **(Row 3)**

Students Ineligible to be Counted for Certified Enrollment

- Any resident student who was eligible to receive a diploma with the class in which that student was enrolled and that class has graduated and that student continues enrollment in the district to take courses provided by the district, or offered by a community college, or to take PSEO classes. This exclusion does not apply to special education students under the age of 21 whose IEPs specify continuation in a special education program offered by the community college, such as a Strive program.
- Resident students enrolled in a Job Corps program rather than in your public school district. Job Corp is a federal program for high school dropouts.
- Students, resident or nonresident, enrolled in nonpublic schools, accredited or non-accredited, if the classes or services provided to them are provided at the nonpublic school.
- Resident students enrolled in non-accredited nonpublic schools if the students are not CPI students participating in HSAP.
- Resident students residing in, or provided an education by, Iowa School for the Deaf (ISD).
- Resident students residing in, or provided an education by, Iowa Braille and Sight Saving School (IBSSS).
- Resident or nonresident students, regular education or special education, confined to a prison or other correctional facility.
- Resident students residing at the Iowa Juvenile Home (Toledo). The IJH high school is called Herbert Hoover.
- Resident students residing at the Iowa State Training School (Eldora).
- Nonresident students except as specifically authorized by Code (i.e. regular education students in foster/residential facilities located in your district, regular education students attending under the Junior-Senior Rule, nonpublic shared time taking your classes or PSEO and the nonpublic school is located in your district, and 9-12 CPI open enrolled or tuitioned in for district classes or PSEO).
- Weighting for special education students. Weighting is calculated at a different time of year on a different data collection.
- Pre-kindergarten students, regular education, who were less than 5 years of age by September 15 and who were not enrolled in a department-approved statewide voluntary 4-year-old preschool programs.
- Students who have dropped out of school.
- Students who are not both enrolled and participating in classes on the count date.
- Students you anticipate will enroll late (after count date).
- Students whom you served in the prior year but who are not taking part in classes on count date in the current year such as no shows or those you have not located.

- Students who moved away or otherwise ceased attending your district before count date, even if no other district has requested the student records.
- Students who moved into your district after the count date or who withdrew prior to count date even if they have not yet enrolled in another district. Withdrawal date, for certified enrollment purposes, would be the first day of unexcused absence after a day of bona fide attendance after which the student did not return to classes.
- Students being home schooled who are not participating in a home school assistance program provided by your district.
- Resident students whose parents/guardians pay tuition for the students to attend another school district.
- Students who have completed their high school requirements, received a high school diploma or its equivalent (GED) (282.6).
- Students enrolled in a GED program at the community college. In order for students to participate in a GED program at a community college, those students must be high school dropouts. Public school districts may not count or weight students that have dropped out of school. (259A).
- Nonresident students attending school in your district temporarily. For example, temporary residents would be students in protective custody or children with a parent that is caring for an ill relative but will return to the resident district. You are not required to charge tuition for these temporary students (282.1).
- Resident students, regular education or special education, attending school outside your district where your district will not be billed tuition for the regular education portion of their education and they are not listed on the "Include on certified enrollment" list above.
- Students placed in facilities other than PMICs who were not placed there by the court system or DHS or by the school district.
- Resident students, regular education, who have been placed in a facility out-of-state by the Iowa court system, Iowa DHS, or parental choice (any reason other than your district made the placement).
- Preschool students, regular education or special education, who are served in any federal, nonpublic, or private setting if that is not part of the public school district's program through a 28E agreement or through a partnership in the statewide voluntary 4-year-old preschool program.

Disasters and Displaced Students

Counting Students:

1. Districts should ascertain whether displaced families intend to return within a reasonable period of time (18 months, for example) to their pre-disaster resident district. The form that districts may use or modify for their use is called [Notice of Intent to Return to District](#). The form should be filled out by or on behalf of each displaced family who intends to return to the resident district to assist the district in gauging the likelihood of their return.
2. The students of displaced families who intend to return and who will continue their education in the resident district without interruption are to be included on the certified enrollment of the resident district.
3. The students of displaced families who intend to return but whose education will be provided in the district of temporary location of the family also are to be included on the certified enrollment of the resident district. The resident district will reimburse the serving district a pro rata amount for the days served.
4. Families are not to use open enrollment for these situations; open enrollment funding does not include all of the funding that accrues to a district per certified enrollment of a resident student. Open enrollment is appropriate if a family is displaced from District A to District B, but desires that their children attend District C.

Certified Enrollment Forms Filing Instructions

The data collection program begins on the certified enrollment summary/certification page. Use either the dropdown menu or click on the row number to go to the form to enter the information for the first row—row 1.

Row 1 / Form 1 Resident Public Students for Whom You Provide the Instructional Program

All students included on Form 1 will be receiving all, or the major portion of, their instructional program within your district.

Form 1, row 1. Report the number of resident students provided all, or a major portion of, their instructional program within your district.

Column 1. Enter the number (whole number) of full-time students. Do not include any dual enrolled or HSAP students in column 1.

Columns 2 and 3 are for competent private instruction (CPI) provided through your district.

It is possible that a CPI student may be both enrolled in your home school assistance program (HSAP) and be dual enrolled in your district. If so, the student may be counted once in column 2 and once in column 3.

Do not include any home school student not dual enrolled or not participating in a home school assistance program provided by your district.

Column 2. Enter the number (whole number) of resident students in grades K-8 who are dual enrolled in your district and the number of resident students in grades 9-12 who are dual enrolled to participate in the student activity program. Do not include any students in grades 9-12 in column 2 who are dual enrolled for classes offered by your district or PSEO classes.

Dual enrollment is a program where a child who is receiving competent private instruction is also enrolled in a public school district and participating in any academic or extracurricular program.

Competent private instruction means private instruction provided on a daily basis for at least one hundred forty-eight days during a school year, to be met by attendance for at least thirty-seven days each school quarter, by or under the supervision of a licensed practitioner in the manner provided under section 299A.2 (licensed practitioner) or other person under section 299A.3 (nonlicensed person—parent, guardian, or legal custodian), which results in the student making adequate progress (IC 299A.1).

Column 3. Enter the number (whole number) of resident students in grades K-12 receiving competent private instruction who are receiving home school assistance from a licensed practitioner provided through your school district in column 3.

A home school assistance program (HSAP) for purposes of counting students is a program which provides instruction or instructional supervision offered through a public school district by a teacher, who is employed by the public school district, who assists and supervises a parent, guardian, or legal custodian in providing instruction to a child. A home school assistance program is only available for students whose instruction is not otherwise supervised by a licensed teacher.

The weighted total and grand total will be calculated when the update button is clicked.

Use the dropdown menu to select the next form.

Row 2 / Form 2 “Open-Enrolled-Out” Resident Public Students for Whom You Pay Tuition

Enter the number of open enrolled out resident students who are attending school in another district(s) for whom your district pays tuition including those open enrolled out to participate in a home school assistance program or students in grades 9-12 who are dual enrolled into another district to participate in the student activity program. Do not include students in grade 9-12 who are dual enrolled into another district to take classes offered by that district or to take PSEO classes.

Price Lab School. Include resident students open enrolled to Malcolm Price Laboratory School. (IC 282.18(15)). Iowa Code requires Cedar Falls to exclude the first 527 students open enrolled to MPLS and Waterloo to exclude the first 18 students. No other district is affected by this Code section.

Junior-Senior Rule. Do not include resident regular education students who are in grades eleven or twelve who are attending the district in which they were resident students on the last day of the school year preceding their eleventh or twelfth grade school year under the junior-senior rule. Those students are not open enrolled and no tuition should be billed. Those students will be treated and counted as if they were resident students of the district that they are attending. However, if the students were already open enrolled prior to completing tenth or eleventh grade, then those students continue as open enrolled students. The junior-senior rule only applies to those that were not already open enrolled students at the time that they qualified for the junior-senior rule.

Do not include any student that has graduated even though your district may not have been able to count that student in the first year of open enrollment.

If students were open enrolled out of your district to a district with which your district has entered into a whole grade sharing arrangement, and the parents want to retain the open enrollment status, those students would be counted on Form 2 rather than on Form 3.

Prior to entering information on Form 2, verify the names and other information on students on this form with the district of attendance to ensure that both districts have identical records. Verify that both districts have the same number of students in the same categories (full time, HSAP, dual enrolled).

Click the add button to go to a screen to enter data. On the add screen, enter the district name or number of the first district to which your resident students have open enrolled. Enter the number of students in each of the three enrollment categories listed. Click the update button after the district's information is entered. Repeat this sequence of add—update until all districts to which your resident students open enroll have been entered.

Use the drop down menu to select the next form.

Row 3 / Form 3

Tuited Out Resident Public Students for Whom You Pay Tuition (Other than Open Enrolled Out)

Enter the number of resident students who are attending a public school, grades K-12 or special education pre-kindergarten, for whom your district pays tuition to another school district or AEA or community college including those CPI students tuited out to participate in a home school assistance program or students in grades 9-12 who are dual enrolled into another district to participate in the student activity program. Do not include CPI students in grade 9-12 who are dual enrolled into another district to take classes offered by that district or to take PSEO classes. Do not include open enrolled out students or students attending a community college. Do not include students who are only tuited out part of the school day but return to your resident district's educational program for part of the day. The choices for receiving district are an Iowa school district (4-digit number), an Iowa AEA (4 digit number starting with "92"), a community college (4-digit number starting with "99") or a state other than Iowa (2-alpha abbreviation).

Any institution or facility operating an instructional program that is not a public school district, not an AEA, not an accredited nonpublic school, and not a state institution, can only do so as a contracted service to the public school district in which it is located. The number to input on form 3 is the district number of the public school district in which the institution or facility is located.

Click the add button to go to a screen to enter data. On the add screen, enter the district name or number of the first district to which your resident students have been tuited. Enter the number of students in each of the three enrollment

categories listed. Click the update button after the district's information is entered. Repeat this sequence of add—update until all districts to which your resident students have been tuitioned have been entered.

Use the drop down menu to select the next form.

Row 4/ Form 4

Shared Time Nonpublic Students, Resident and Nonresident Attending Your District to take PSEO Classes or District-Offered Classes

Form 4 is used to determine the full-time equivalency (FTE) of shared time **nonpublic** students, regardless of their districts of residence, who are enrolled in public school classes, in which public school students are also enrolled, or are provided public school services in the public schools of your district that are not available to them in the accredited nonpublic schools they attend. **The nonpublic school must be located in your district (256.12(1)).**

Do not include Students:

- Attending non-accredited schools.
- Attending classes or receiving services at the nonpublic school location.
- Under competent private instruction, dual enrollment, or participating in a home school assistance program.
- Attending courses taught by teachers shared with a nonpublic school.
- Attending courses taken during the summer months when school is not in session.
- Attending classes or receiving services for which your district is paid tuition or otherwise reimbursed.
- Receiving technology services or textbook services rather than enrolled in classes.

Click the add button to go to an entry screen.

Two add screens are available for Form 4.

1. The first add screen is for nonpublic enrollment for district-offered classes.
2. The second screen is for nonpublic enrollment for PSEO classes.

Form 4, District-Offered Class, Nonpublic School Name and number.

Enter the district number or official name of the accredited nonpublic school. The district number for nonpublic schools is the 8-digit number without a dash or space. That 8-digit number is the 4-digit number of the public school district in which the nonpublic school is located followed by the 4-digit number that identifies the nonpublic school.

Form 4, District-Offered Class, Subject/Course Code.

Select from the dropdown menu the most similar subject/course code for the class offered by your district.

According to Iowa Code section 256.12, the courses must be ones which are not available to the nonpublic students in their accredited nonpublic schools and the student must have satisfactorily completed prerequisite courses, if any, or have otherwise shown equivalent competence through testing.

These students may only enroll in courses that your district offers to its public students. For example, if your district shares a course with another district or a community college for your resident students, then nonpublic shared time students may enroll in those courses. However, a nonpublic shared time student may not enroll in a course or program at the community college, other than PSEO, at the expense of your district unless that course is an established shared course between your district and the community college and your public students are enrolled also in that course.

The nonpublic students must actually enroll in the public school for courses to be counted, and all courses and services must be on the public school district premises to be counted for certified enrollment shared-time. Certain district-offered services provided in the district's buildings are eligible to be included as if they were classes, but the FTE of class periods divided by total class periods available in a school year is limited to 0.04 for guidance/counselors and 0.008 for health/school nurses.

The following services may be offered on nonpublic school premises, but the students are not included on the certified enrollment as shared-time:

- Special education health services.

- Title I/remedial education programs.
- Special education diagnostic services for speech, hearing, and psychological purposes.
- Assistance with physical and communication needs of special education students with physical disabilities.
- Services of a special education interpreter.
- Other special education services provided at the discretion of the school district with the permission of the nonpublic school.

Count nonresident nonpublic students that are enrolled in special education classes provided within your district school buildings rather than on the nonpublic school premises. Your district will not bill the resident district for the 1.0 money portion of the special education tuition. Do not count nonpublic students in classes or provided services at the nonpublic school location rather than in the public school—students served at nonpublic school sites are counted for special education counts by their resident districts but not for certified enrollment counts.

Form 4, District-Offered Class, Class Periods in a Year of this Class.

Enter the number of class periods for this class in the school year using a 180 day school year. For example if the district has a 2-semester class that meets for 1 period 3 times a week, the number of class periods for this class would be 108. This is calculated as 3 weekly periods x 36 weeks = 108 total periods.

Form 4, District-Offered Class, Total Class Periods Available in a School Year.

From the dropdown menu, select the total number of class periods in a year that most closely matches your district.

Block (4 blocks per day) scheduling for 180 days = 720 total “periods” per school year.

Block (5 blocks per day) scheduling for 180 days = 900 total “periods” per school year.

6 periods per day for 180 days = 1080 total periods per school year.

7 periods per day for 180 days = 1260 total periods per school year.

8 periods per day for 180 days = 1440 total periods per school year.

9 periods per day for 180 days = 1620 total periods per school year.

Form 4, District-Offered Class, Number of Nonpublic Students in Class.

Enter the number of nonpublic students enrolled in the district-offered class.

Form 4, District-Offered Class, FTE.

When the update button is clicked, the FTE will be calculated. The formula is to multiply the quotient of the number of class periods of this class divided by the total class periods available in the district in a year times the number of nonpublic students enrolled in the course.

Form 4, PSEO, Nonpublic School Name and number.

Enter the name or number of the accredited nonpublic school for which your district is providing the PSEO opportunity. The number for a nonpublic school is the 8-digit number without a dash or space. That 8-digit number is the 4-digit number of the public school district in which the nonpublic school is located followed by the 4-digit number that identifies the nonpublic school.

Form 4, PSEO, Name and number of the Post Secondary Institution.

Enter the name of the post secondary institution providing the instruction of the PSEO class. An eligible post secondary institution means an institution of higher learning under the control of the state board of regents, a community college established under chapter 260C, or an accredited private institution as defined in section 261.9(1). Community college numbers are 4-digit numbers beginning with “99.”

Form 4, PSEO, Subject/Course Code.

Select from the dropdown menu the most similar subject/course code and name for the PSEO course that must be for academic or vocational-technical credit in a nonsectarian course. A comparable course to the PSEO class, as defined in rules made by the board of directors of the public school district, must not be offered by your school district or the nonpublic school the student attends.

Courses taken during the summer months when school is not in session are not eligible courses.

A pupil is not eligible to enroll on a full-time basis in an eligible post secondary institution under the post secondary enrollment options act.

Form 4, PSEO, Amount of Actual Cost.

Enter the amount, not to exceed \$250, that your district is paying to the post secondary institution for the enrollment of the eligible students in Post Secondary Enrollment Options Act classes. The cost is the lesser of:

1. The actual and customary costs of tuition, textbooks, materials, and fees directly related to the course taken by the eligible student, or
2. Two hundred fifty dollars (\$250).

Form 4, PSEO, District Cost Per Pupil.

Your district's cost per pupil for the current year has been entered. The district cost per pupil can be found on the current year's Aid and Levy Worksheet, line 2.3.

Form 4, PSEO, Number of Nonpublic Students in Class.

Enter the number of shared time students, regardless of the districts in which the students reside, enrolled as regular education students in an accredited nonpublic school located in your district who are enrolled in post secondary enrollment options act (PSEO) classes which are not available in your district or in the nonpublic school the students attend. Non-public students attending non-accredited schools are not eligible.

An eligible student for PSEO is an eleventh or twelfth grade student or a student who is identified as gifted and talented who is in the ninth or tenth grade.

Do not include your resident public school students taking post secondary enrollment options courses. No supplementary weighting or additional FTE is available for public school students taking post secondary enrollment options courses (PSEO).

Nonpublic students enrolled in courses that are part of your sharing program with a community college are not Post Secondary Enrollment Options (PSEO) students. These courses would be included as district-offered classes. Refer to Appendix D for criteria to distinguish PSEO classes from 28E contract classes.

Form 4, PSEO, FTE.

When the update button is clicked, the FTE will be calculated. The formula is to multiply the quotient of the actual cost divided by the district cost per pupil times the number of nonpublic students enrolled in the PSEO class.

Repeat this sequence of add—update until all courses in which shared-time nonpublic students participating in PSEO or district-offered classes have been entered.

The grand total FTE for both district-offered and PSEO classes will be calculated at the bottom of the add screen.

Use the dropdown menu to select the next form.

Click the add button to go to the enter screen.

Rows 5A, 5B, 5C, and 5D / Forms 5A, 5B, 5C, and 5D Specified CPI Students, Resident and Nonresident

Form 5A is no longer available and is intentionally blank.

Forms 5B, 5C and 5D are used to report the FTE of CPI students dual enrolled, grades 9-12, into your district to take PSEO classes or to take district-offered classes other than the activity program.

Form 5D is also used by three specific districts to report regular education nonresident students living in state institutions located within their district for whom they are providing the instructional program. The only three districts that can include these students served within their districts are Vinton-Shellsburg (IBSSS), Lewis Central (ISD), and Denison (Federal Job Corp).

If your district is the district of residence for students residing/served at the Iowa Braille and Sight Saving School, the Iowa School for the Deaf, or the Denison Job Corp, do not include these students on the certified enrollment form. Your district is not billed tuition for the regular education program of those students. If your district is billed for the cost of the interpreter or for an aide for a BD student by AEA 13, or if your district transports your students daily to the Iowa Braille and

Sight Saving School or the Iowa School for the Deaf, your district will only count those students on the special education count taken later but not on the October certified enrollment count.

Row 5A / Form 5A

There is no form 5A. This row is intentionally left blank.

Row 5B / Form 5B

Resident CPI Students in Grades 9-12 Attending Your District Under Dual Enrollment to take PSEO Classes or District-Offered Classes Other than the Activity Program COMPETENT PRIVATE INSTRUCTION (CPI) STUDENTS ONLY

A student who is enrolled in the home school assistance program (HSAP), and dual enrolled for the activity program, and dual enrolled for classes, or any combination of these categories, cannot be counted for a cumulative total FTE on forms 1 and 5B greater than 1.0.

Do not include any students who are not dual enrolled.

Two add screens are available for form 5B:

1. The first add screen is for 9-12 CPI dual enrollment for district-offered classes.
2. The second add screen is for 9-12 CPI dual enrollment for PSEO classes.

Form 5B, District-Offered Classes, Subject/Course Code and Name.

Select from the dropdown menu the most similar subject/course code and name for the class offered by your district.

Form 5B, District-Offered Classes, Class Periods in a Year of this Class.

Enter the number of class periods for this class in the school year using a 180 day school year. For example if the district has a 2-semester class that meets for 1 period 3 times a week, the number of class periods for this class would be 108. This is calculated as 3 weekly periods x 36 weeks = 108 total periods.

Form 5B, District-Offered Classes, Total Class Periods Available in a School Year.

From the dropdown menu, select the total number of class periods in a year that most closely matches your district.

Block (4 blocks per day) scheduling for 180 days = 720 total "periods" per school year.

Block (5 blocks per day) scheduling for 180 days = 900 total "periods" per school year.

6 periods per day for 180 days = 1080 total periods per school year.

7 periods per day for 180 days = 1260 total periods per school year.

8 periods per day for 180 days = 1440 total periods per school year.

9 periods per day for 180 days = 1620 total periods per school year.

Form 5B, District-Offered Class, Number of Resident CPI Dual Enrolled Students in Class.

Enter the number of resident dual enrolled competent private instruction (CPI) students enrolled in the district-offered class.

Form 5B, District-Offered Class, FTE.

When the update button is clicked, the FTE will be calculated. The formula is to multiply the quotient of the number of class periods of this class divided by the total class periods available in the district in a year times the number of students dual enrolled in the course.

Form 5B, PSEO, Name and number of the Post Secondary Institution.

Enter the name or number of the post secondary institution providing the instruction for the PSEO class. An eligible post secondary institution means an institution of higher learning under the control of the state board of regents, a community college established under chapter 260C, or an accredited private institution as defined in Iowa Code. Community college numbers are 4-digit numbers beginning with "99."

Form 5B, PSEO, Subject/Course Code.

Select from the drop down menu the most similar subject/course code and name for the PSEO course that must be for academic or vocational-technical credit in a nonsectarian course. A comparable course to the PSEO class, as defined in rules made by the board of directors of the public school district, must not be offered by your school district.

Form 5B, PSEO, Amount of Actual Cost.

Enter the amount, not to exceed \$250, that your district is paying to the post secondary institution for the enrollment of the eligible students in Post Secondary Enrollment Options Act classes. The cost is the lessor of:

1. The actual and customary costs of tuition, textbooks, materials, and fees directly related to the course taken by the eligible student, or
2. Two hundred fifty dollars (\$250).

Courses taken during the summer months when school is not in session are not eligible courses.

A pupil is not eligible to enroll on a full-time basis in an eligible post secondary institution under the post secondary enrollment options act.

Form 5B, PSEO, District Cost Per Pupil.

Your district's cost per pupil for the current year has been entered. The district cost per pupil can be found on the current year's Aid and Levy Worksheet, line 2.3.

Form 5B, PSEO, Number of Resident CPI Dual Enrolled Students in Class.

Enter the number of resident dual enrolled competent private instruction (CPI) students enrolled in the PSEO class.

Form 5B, PSEO, FTE.

When the update button is clicked, the FTE will be calculated. The formula is to multiply the quotient of the actual cost divided by the district cost per pupil times the number of students dual enrolled in the PSEO course.

Repeat this sequence of add—update until all courses in which part-time resident dual enrolled 9-12 students participating in PSEO or district-offered classes have been entered.

The grand total FTE for both district-offered and PSEO classes will be calculated at the bottom of the add screen.

Use the dropdown menu to select the next form.

Row 5C / Form 5C**Nonresident CPI Students in Grades 9-12 Attending Your District****Under Open Enrollment Dual Enrollment to take PSEO Classes or District-Offered Classes****Other than the Activity Program****COMPETENT PRIVATE INSTRUCTION (CPI) STUDENTS ONLY**

A student who is enrolled in the Home School Assistance Program (HSAP), and dual enrolled for the activity program, and dual enrolled for classes, or any combination of these categories, cannot be counted for a cumulative total FTE on forms 8 and 5C greater than 1.0.

Do not include any students who are not dual enrolled under open enrollment.

Your district will not bill the resident district of these dual enrolled students in grades 9-12 for the portion of that student's enrollment which is dual enrolled for PSEO classes or dual enrolled for classes offered by your district.

Two add screens are available for Form 5C.

1. The first add screen is for 9-12 CPI open enrolled dual enrollment for district-offered classes.
2. The second add screen is for 9-12 CPI open enrolled dual enrollment for PSEO classes.

Form 5C, District-Offered Class, Resident School District Name and number.

Enter the name or number of the resident school district of the dual enrolled student.

Form 5C, District-Offered Class, Subject/Course Code.

Select from the dropdown menu the most similar subject/course code for the class offered by your district.

Form 5C, District-Offered Class, Class Periods in a Year of this Class.

Enter the number of class periods for this class in the school year using a 180 day school year. For example if the district has a 2-semester class that meets for 1 period 3 times a week, the number of class periods for this class would be 108. This is calculated as 3 weekly periods x 36 weeks = 108 total periods.

Form 5C, District-Offered Class, Total Class Periods Available in a School Year.

From the dropdown menu, select the total number of class periods in a year that most closely matches your district.

Block (4 blocks per day) scheduling for 180 days = 720 total "periods" per school year.

Block (5 blocks per day) scheduling for 180 days = 900 total "periods" per school year.

6 periods per day for 180 days = 1080 total periods per school year.

7 periods per day for 180 days = 1260 total periods per school year.

8 periods per day for 180 days = 1440 total periods per school year.

9 periods per day for 180 days = 1620 total periods per school year.

Form 5C, District-Offered Class, Number of Non-Resident CPI Dual Enrolled Students in Class.

Enter the number of nonresident open enrolled dual enrolled competent private instruction (CPI) students enrolled in the district-offered class.

Form 5C, District-Offered Class, FTE.

When the update button is clicked, the FTE will be calculated. The formula is to multiply the quotient of the number of class periods of this class divided by the total class periods available in the district in a year times the number of nonresident open enrolled 9-12 students dual enrolled in the course.

Form 5C, PSEO, Resident School District Name and number.

Enter the name of the resident school district of the open enrolled dual enrolled student.

Form 5C, PSEO, Name and number of the Post Secondary Institution.

Enter the name of the post secondary institution providing the instruction of the PSEO class. An eligible post secondary institution means an institution of higher learning under the control of the state board of regents, a community college established under chapter 260C, or an accredited private institution as defined in Iowa Code. Community college numbers are 4-digit numbers beginning with "99."

Form 5C, PSEO, Subject/Course Code.

Select from the dropdown menu the most similar subject/course code and name for the PSEO course that must be for academic or vocational-technical credit in a nonsectarian course. A comparable course to the PSEO class, as defined in rules made by the board of directors of the public school district, must not be offered by your school district.

Form 5C, PSEO, Amount of Actual Cost.

Enter the amount, not to exceed \$250, that your district is paying to the post secondary institution for the enrollment of the eligible students in Post Secondary Enrollment Options Act classes. The cost is the lessor of:

3. The actual and customary costs of tuition, textbooks, materials, and fees directly related to the course taken by the eligible student, or
4. Two hundred fifty dollars (\$250).

Courses taken during the summer months when school is not in session are not eligible courses.

A pupil is not eligible to enroll on a full-time basis in an eligible post secondary institution under the post secondary enrollment options act.

Form 5C, PSEO, District Cost Per Pupil.

Your district's cost per pupil for the current year has been entered. The district cost per pupil can be found on the current year's Aid and Levy Worksheet, line 2.3.

Form 5C, PSEO, Number of Non-Resident CPI Dual Enrolled Students in Class.

Enter the number of nonresident open enrolled dual enrolled competent private instruction (CPI) students enrolled in the PSEO class.

Form 5C, PSEO, FTE.

When the update button is clicked, the FTE will be calculated. The formula is to multiply the quotient of the actual cost divided by the district cost per pupil times the number of nonresident students dual enrolled in the PSEO class.

Repeat this sequence of add—update until all courses in which part-time nonresident dual enrolled 9-12 students participating in PSEO or district-offered classes have been entered.

The grand total FTE for both district-offered and PSEO classes will be calculated at the bottom of the add screen.

Use the dropdown menu to select the next form.

Row 5D / Form 5D

or Nonresident CPI Students in Grades 9-12, Attending Your District Under Dual Enrollment, Tuitioned In other than Open Enrolled, to take PSEO Classes or District-Offered Classes Other than the Activity Program
COMPETENT PRIVATE INSTRUCTION (CPI) STUDENTS ONLY

Lewis Central, Vinton-Shellsburg, and Denison (only) will include on this form Part-Time Non-resident Students Living in State Institutions or in Federal Programs for Whom that District Provides the Instructional Program

A student who is enrolled in the HSAP, and dual enrolled for the activity program, and dual enrolled for classes, or any combination of these categories, cannot be counted for a cumulative total FTE on forms 9 and 5D greater than 1.0.

Do not include any students coming from another school district who are not dual enrolled. Do not include any students who are open enrolled.

Your district will not bill the resident district of these dual enrolled students in grades 9-12 for the portion of that student's enrollment which is dual enrolled for PSEO classes or dual enrolled for classes offered by your district.

Lewis Central, Vinton-Shellsburg, and Denison: If the Iowa Braille and Sight Saving School, the Iowa School for the Deaf, or the federal Denison Job Corp is located within your district, enter the FTE of the students residing in that state institution/job corp, regardless of their districts of residence, who are enrolled in regular education classes in your district, which are not available to them in their schools or federal program (256.12(1)). If the students from the state institution are enrolled in your special education program, they are not included on this form. Instead, the resident district should count them as tuitioned out to your district on its form 3.

Two add screens are available for Form 5D.

1. The first add screen is for 9-12 CPI dual enrollment for district-offered classes. Lewis Central, Vinton-Shellsburg, and Denison will also list the part-time enrolled students from state institutions or job corp located within the district.
2. The second add screen is for 9-12 CPI dual enrollment for PSEO classes.

Form 5D, District-Offered Class, Resident School District Name/State Institution Name.

Enter the name and number of the resident school district of the dual enrolled student. Vinton-Shellsburg, Lewis Central, or Denison will enter the name of the state institution in which the students reside which is located within your district.

Form 5D, District-Offered Class, Subject/Course Code.

Select from the dropdown menu the most similar subject/course code and name of the class offered by your district.

Form 5D, District-Offered Class, Class Periods in a Year of this Class.

Enter the number of class periods for this class in the school year using a 180 day school year. For example if the district has a 2-semester class that meets for 1 period 3 times a week, the number of class periods for this class would be 108. This is calculated as 3 weekly periods x 36 weeks = 108 total periods.

For an elementary-level class for state institution students, convert the minutes of class to periods for purposes of this calculation.

Form 5D, District-Offered Class, Total Class Periods Available in a School Year.

From the dropdown menu, select the total number of class periods in a year that most closely matches your district.

Block (4 blocks per day) scheduling for 180 days = 720 total "periods" per school year.

Block (5 blocks per day) scheduling for 180 days = 900 total "periods" per school year.

6 periods per day for 180 days = 1080 total periods per school year.

7 periods per day for 180 days = 1260 total periods per school year.

8 periods per day for 180 days = 1440 total periods per school year.

9 periods per day for 180 days = 1620 total periods per school year.

Form 5D, District-Offered Class, Number of Non-Resident CPI Dual Enrolled Students in Class.

Enter the number of nonresident dual enrolled competent private instruction (CPI) students, other than open enrolled, enrolled in the district-offered class, or enter the number of nonresident students from the state institution/job corp located within your district enrolled in the district-offered class.

Form 5D, District-Offered Class, FTE.

When the update button is clicked, the FTE will be calculated. The formula is to multiply the quotient of the number of class periods of this class divided by the total class periods available in the district in a year times the number of nonresident students dual enrolled in the district-offered class.

Form 5D, PSEO, Resident School District Name.

Enter the name or number of the resident school district of the dual enrolled student.

Form 5D, PSEO, Name of the Post Secondary Institution.

Enter the name or number of the post secondary institution providing the instruction for the PSEO class. An eligible post secondary institution means an institution of higher learning under the control of the state board of regents, a community college established under chapter 260C, or an accredited private institution as defined in Iowa Code. Community college numbers are 4-digit numbers beginning with "99."

Form 5D, PSEO, Subject/Course Code.

Select from the dropdown menu the most similar subject/course code and name for the PSEO course that must be for academic or vocational-technical credit in a nonsectarian course. A comparable course to the PSEO class, as defined in rules made by the board of directors of the public school district, must not be offered by your school district.

Form 5D, PSEO, Amount of Actual Cost.

Enter the amount, not to exceed \$250, that your district is paying to the post secondary institution for the enrollment of the eligible students in Post Secondary Enrollment Options Act classes. The cost is the lesser of:

1. The actual and customary costs of tuition, textbooks, materials, and fees directly related to the course taken by the eligible student, or
2. Two hundred fifty dollars (\$250).

Courses taken during the summer months when school is not in session are not eligible courses.

A pupil is not eligible to enroll on a full-time basis in an eligible post secondary institution under the post secondary enrollment options act.

Form 5D, PSEO, District Cost Per Pupil.

Your district's cost per pupil for the current year has been entered. The district cost per pupil can be found on the current year's Aid and Levy Worksheet, line 2.3.

Form 5D, PSEO, Number of Non-Resident CPI Dual Enrolled Students in Class.

Enter the number of nonresident dual enrolled competent private instruction (CPI) students, other than open enrolled, enrolled in the PSEO class or in the district-offered class.

Form 5D, Column 12. FTE.

When the update button is clicked, the FTE will be calculated. The formula is to multiply the quotient of the actual cost divided by the district cost per pupil times the number of nonresident students dual enrolled in the PSEO course.

Repeat this sequence of add—update until all courses in which part-time nonresident dual enrolled (but not open enrolled) 9-12 students participating in PSEO or district-offered classes or students residing in state institutions enrolled part-time in district-offered classes have been entered.

The grand total FTE for both district-offered and PSEO classes will be calculated at the bottom of the add screen.

Use the dropdown menu to select the next form.

Row 6 / Form 6

Form 6 is no longer available and is intentionally blank.

Row 7 / Form 7
Actual Enrollment by County of Residency

Row 7 of the certified enrollment summary form is total actual enrollment and is the total of rows 1 through 6. All districts must report their actual enrollment by county of residence of the students.

There is no add screen for form 7.

Form 7, County Name.

The name of each county in which your district is located has been entered. This information comes from the taxing district information maintained by the Department of Management.

Form 7, Actual Enrollment.

Enter the FTE of each category of resident students (those reported on rows 1 through 6) according to the county in which they reside. Residency is determined as follows:

- a. The county of residency for each of the following students shall be the county where the student is residing:
 - (1) Resident students who were enrolled in the school district in grades kindergarten through twelve and including pre-kindergarten students enrolled in special education programs;
 - (2) Resident students of high school age for which the school district pays tuition to, or purchases instructional services from, an Iowa community college AEA or pays tuition to attend another Iowa public school district;
 - (3) Resident students receiving competent private instruction from a licensed practitioner provided through a public school district pursuant to Iowa Code chapter 299A; and
 - (4) Resident students receiving competent private instruction under dual enrollment pursuant to Iowa Code chapter 299A.
- b. The county of residency for an emancipated minor attending the school district shall be the county in which the emancipated minor is living.
- c. If a school district cannot determine an enrolled student's county of residency, the county of residency shall be the county in which the school district certifies its budget (control county).

As a practical matter, count form 4 nonpublic shared-time students in the county where the nonpublic school is located. Count form 5C and 5D nonresident students, and nonresident students attending your district under the Jr-Sr rule, in your control county if their actual county of residence is not also located partly within your district boundaries. Count regular students residing in facilities located within your district boundaries in the county where the residential facility is located.

When the update button is clicked, the total of the numbers your district entered for each county will be totaled on the third row from the bottom. The next row reports the corresponding count reported on the certified enrollment summary form for rows 1 through 5. The last row of the form reports any discrepancies between what is reported on Form 7 and what is reported on the certified enrollment summary form. All discrepancies must be resolved.

Form 7 must be in balance with the summary form or your district will be unable to certify its enrollment.

Use the dropdown menu to select the next form.

Row 8 / Form 8

Nonresident “Open-Enrolled-In,” Public Students for Whom Your District is Paid Tuition

There is no add or update button for form 8.

The information for Row 8 of the certified enrollment summary form comes from information submitted by the sending district to the Department of Education. This information is entered automatically on your form as it is received from the sending districts. Your district may browse form 8 to see which school districts have submitted data and the number of their students reported as being served under open enrollment in your district for whom they will be paying tuition. This form is browse only.

The sending district has been instructed to list the number of their resident students attending classes in your district under open enrollment for whom they pay tuition. This will include students attending your district under open enrollment that are in your home school assistance program or dual enrolled for the student activity program. It will not include students dual enrolled for PSEO classes or district-offered classes.

It will not include eleventh and twelfth grade regular education pupils who were residents of your district during the preceding school year and who are enrolled in your district until the pupils graduate and who are residents of the state of Iowa. Tuition for those pupils shall not be charged nor does Open Enrollment apply (Iowa Code section 257.6(1)(d)). Your district will report these students on Form 1. However, if the students were already open enrolled prior to completing tenth or eleventh grade, then those students continue as open enrolled students. The junior-senior rule only applies to those that were not already open enrolled students at the time that they qualified for the junior-senior rule.

Use the dropdown menu to select the next form.

Row 9 / Form 9

Nonresident Tuitioned In Students for Whom Your District is Paid Tuition (Other than Open Enrolled In)

The information related to students from another Iowa school district on Row 9 of the certified enrollment summary form comes from information submitted by the sending district to the Department of Education. This information is entered on your form automatically as it is received from the sending districts. Your district may browse Form 9 to see which school districts have submitted data and the number of their students reported as being served in your district, other than under open enrollment, for whom they will be paying tuition. If there are discrepancies with your district records, contact the district of residence to discuss the student enrollment status so that both districts agree on the information reported.

However, any nonresident student tuitioned in by parent/guardian or an out-of-state agency, tuitioned in from the State of Iowa due to parental rights being severed for a special education student, or students participating in a foreign exchange student program within your district, must be entered by your district on this Form 9.

Residential Facilities located within the District

Nonresident special education students living in residential facilities located within your district will be included on this form as they are entered by their district of residence. This is because any institution or facility operating an instructional program which is not itself a public school district, an AEA, an accredited nonpublic school, or a state institution, can only do so as a contracted service to the public school district in which it is located. Therefore, these students are considered tuitioned to your district rather than tuitioned to the institution or facility.

Parental Rights Severed on Special Education Student

The state of Iowa “IA” would be selected as the sending entity for special education students with parental rights severed for whom the state will pay the cost of education through the state claim process. Being court-ordered to an institution does not necessarily mean that parental rights have been severed. The key element is severance of parental rights. Being a ward of the state with parental rights severed is only relevant for special education students.

Nonresident special education students for whom an Iowa resident district cannot be determined by the Department of Education and who were not counted by any Iowa district would also be shown as tuitioned in from the state of Iowa "IA" and the state will pay the cost of the special education instructional program through the state claim process.

Nonresident special education students enrolled in your district that were living on the Meskwaki Settlement last year and were not counted by any Iowa district would also be shown as tuitioned in by the state of Iowa "IA" and the state will pay the cost of education through the state claim process.

Click the add button to go to an entry screen.

Form 9, Name of Sending Entity.

Enter the name of the sending entity. The choices for sending entity are parent/guardian (P/G), the state of Iowa (IA), the 2-alpha abbreviation for the state other than Iowa, or foreign students in a foreign exchange program (FN).

Form 9, Number of Nonresident Students.

Enter by the three enrollment categories the number of nonresident students who are enrolled in the K-12 program in your district for whom a parent/guardian or another agency/state, other than another school district, pays tuition. **Do not** include open enrolled in students on this line. Do not count CPI students that are dual enrolled into your district from another district to take PSEO classes or district-offered classes. Enter the number of foreign students enrolled in a foreign exchange student program whether or not someone is paying tuition.

When the update button is clicked, the FTE will be calculated.

Repeat this sequence of add—update until all part-time nonresident students for whom a parent or other agency/state will pay tuition, or enrolled foreign exchange students, have been entered.

Use the dropdown menu to select the next form.

Row 10 / Form 10 **4-year-old Students Enrolled in Your Department-Approved Preschool Program** **(Statewide Voluntary Preschool Program for 4-year-old Children)**

Information about this program is on the Department's website at <http://www.iowa.gov/educate/content/view/940/1103/>

Questions should be directed to Bureau of Early Childhood Services (515-242-6018).

Only district that have received notification from the Department of Education that they have received approval under the Statewide Voluntary Preschool for 4-year-old Children program will complete this form.

Enter all Iowa students, regardless of district of residence, who are enrolled and served in approved programs within your district boundaries. Students must be 4-years-old by September 15, 2008, but not yet 5-years-old on September 15, 2008. Do not include preschool students served in an instructional program pursuant to an IEP on this form. Students who were at least 5-years-old on September 15, 2008, and students served in an instructional program pursuant to an IEP, are counted on other forms 1-5, but not form 10.

If students are included in another state or federally funded preschool program (such as Headstart), the students may only be included on form 10 if the Statewide Voluntary Preschool Program Funding supplements, but does not supplant, the preschool program costs covered by the other state or federal funding.

Click the add button to go to an entry screen.

Form 10, Name of Resident District.

Enter the district number (or name query) of the resident district for these students.

Form 10, Number of Students.

Enter the number of 4-year-old regular education students, resident and nonresident, enrolled in your district's preschool program, which has been approved by the Iowa Department of Education.

Repeat this sequence of add—update until all 4-year-old regular education students enrolled in your Department-approved Preschool Program have been entered.

The weighting allowed for 4-year-old students in approved Statewide Voluntary Preschool Programs is 0.6 FTE. The form will calculate the total FTE.

Use the dropdown menu to select the next form.

Row 11 Served Enrollment

A total of rows 1, 4, 5, 8, 9, and 10 will be calculated as each form is completed, and the total entered on row 11 of the certified enrollment summary form. This is the total of school age students and voluntary preschool 4-year-old students provided instructional programs/services by your district.

Row 12 / Form 12 Supplementary Weighting for Resident Public Students in Eligible Sharing Arrangements (Partial Sharing)

If the district is requesting supplementary weighting for resident students in a regular school program, during the regular school year, this form must be completed. A resident student is eligible for supplementary weighting if one of the following conditions is met, subject to certain limitations:

- A. Attends class in another school district, or
- B. Attends class taught by a teacher employed by another school district, or
- C. Attends class taught by a teacher jointly employed by two or more school districts, or
- D. Attends a community college class for college credit (Iowa Code section 257.11(2) and Iowa Administrative Code Chapter 97), or
- E. Attends class in a regional academy located in the district.

Other configurations of sharing conditions A through E, such as whole grade sharing or ICN classes are available for supplementary weighting under certain circumstances. Those conditions are described later.

In all eligible supplementary weighting other than whole-grade sharing, include only instructional time (seat time). Do not include any time for transportation. Do not use the percent of time for which the teacher is employed.

In all eligible supplementary weighting, the same course or sharing arrangement cannot be entered for more than one type of supplementary weighting.

In all cases, supplementary weighting is only available if the SBRC certifies to the Department of Management that the sharing of teachers or classes would not be implemented if the supplementary weighting were not available (257.11(2)).

Do not include on Form 12 the following ineligible students/programs:

- Non-resident students tuitioned in except those on row 5.
- Resident students taking courses during summer session.
- Special education students.
- At-risk students enrolled in at-risk programs or classes are ineligible for at at-risk program or class. The weighting for those programs and classes are included directly on the aid and levy worksheet through a formula and are not included for supplementary weighting here.
- Students enrolled in alternative schools or alternative programs are ineligible for that alternative school or alternative program. These programs and classes are part of the at-risk funding provided on the aid and levy and are not included for supplementary weighting here.
- Whole grade sharing in students.
- Open enrolled in students except those counted on row 5.

- Nonpublic students except those counted on row 4.
- Resident students in courses or programs taught by teachers employed by your district unless the employment meets the criteria of joint employment with another school district or if the criteria are met for students attending class in a community college.
- Resident students participating in shared services rather than classes (health, guidance, media/library...). Services are not classes and are not eligible.
- Resident students participating in any sharing arrangement where the sharing partner is not an Iowa public school district or an Iowa public community college.
- Resident students taking courses under the post secondary enrollment option are ineligible for those PSEO courses. Refer to the website for a chart of criteria to distinguish a PSEO course from a 28E agreement/contract course. <http://www.iowa.gov/educate/content/view/123/581/>
- Students enrolled in a community college GED program (this program is available only to high school dropouts) or in the community college's own high school completion program operated under Iowa Code section 260C.1 (this program is available only to post high school age students). In order for students to participate in a GED program at a community college, those students must be high school dropouts. Public school districts may not count or weight students that have dropped out of school. Authority to provide a GED program is granted by Iowa Code to the community college but is not granted to the public school district.
- Any student who was eligible to receive a diploma with the class in which that student was enrolled and that class has graduated and that student continues enrollment in the district to take courses provided by the district, or offered by a community college, or to take PSEO classes.

Inter-District Sharing

If a resident student attends class in another school district (Conditions A) or attends class taught by a teacher employed by another school district (Conditions B) that student is eligible to be counted for supplementary weighting only if the district does not have a licensed and endorsed teacher available to teach the course(s) being provided.

Resident students in districts that are hosting the programs, which are not community college courses provided by the community college, are not eligible for supplementary weighting. Hosting is determined by location of the program within the district. A district cannot be designed as the host for a program or class provided outside of its own district boundaries.

If the sharing arrangement is condition A or condition B, the teacher of the class cannot also be an employee of your district.

Joint Employment

If a resident student attends classes taught by a teacher jointly employed with another district (Conditions C), all of the following conditions of joint employment must be met if the student is to be eligible for supplementary weighting:

1. Joint teacher evaluation process and instruments,
2. Joint teacher professional development plan, and
3. One single salary schedule.

(10 D.o.E. Appeal Decision 219, and the Decision in the Matter of the Garwin and Green Mountain School Districts).

"The General Assembly chose the term 'joint employment' with the full knowledge of its legal meaning, and, indeed, did not equate it with mere 'sharing' of the salary and benefits of selected personnel by two more school districts." (10 D.o.E. Appeal Decision 219).

If two or more school districts each employ the same teacher on a part-time basis, this is not a jointly employed teacher. If one school district purchases the services of a teacher employed by another district, this is not a jointly employed teacher.

Except for joint employment contracts that meet all of the requirements of a joint teacher evaluation process and instructions; a joint staff development plan; and one single salary schedule, no two or more district shall list each other for the same shared classes/programs or shared teachers.

Community College Classes (Concurrent Enrollment)

If a resident student attends a community college-offered class (Condition D), all of the following conditions must be met for that student to be eligible to be counted for supplementary weighting:

1. Course must supplement, not supplant, high school courses,
2. Course must be included in the community college catalog or an amendment or addendum to the catalog,
3. Course must be open to all registered community college students, not just high school students,
4. Course must be for college credit and the credit must apply toward an associate of arts or associate of science degree, or toward an associate of applied arts or associate of applied science degree, or toward completion of a college diploma program,
5. Course must be taught by an instructor employed or contracted by the community college who meets the requirements of Iowa Code section 261E.3,
6. Course must be taught utilizing the community college course syllabus, and
7. Course must result in student work and assessment that meets college-level expectations.
8. If the Postsecondary Course Audit Committee determines that the course does not meet the standards established by the committee, the course is not eligible for supplementary weighting.

A community college is defined as a publicly supported school. Not all courses provided by a community college are eligible for supplementary weighting. For examples, community colleges provide alternative school and at-risk programs, high school completion programs, contracted high school classes, GED programs, extended high school programs, PSEO courses, articulated voc-tech courses where receipt of credit is postponed, or courses for which the parent or guardian pays a fee or tuition. Those programs or courses are not eligible for supplementary weighting under Condition D.

“Supplant” includes replacing an identical course that was offered at the high school in the preceding year or the second preceding year, or if the community college offers a course required by the school district in order to meet the minimum accreditation standards in Iowa Code section 256.11.

Advanced placement high school courses for which the community college will grant college credit, with or without testing, and for which the student, parent or guardian is responsible for the payment of the fee for the credit are not shared classes eligible for supplementary weighting.

For assistance in distinguishing a supplementary weighting class from a PSEO class or for assistance in determining if a class offered by the community college is eligible for supplementary weighting, consult the charts at this web address: <http://www.iowa.gov/educate/content/view/123/581/1/6/>

Whole Grade Sharing

If a resident student attends class in another school district or attends class taught by a teacher employed by another school district or attends classes taught by a teacher jointly employed with another district under a whole grade sharing contract, the student is eligible for supplementary weighting in the following situation:

- The school district is participating in a whole grade sharing arrangement in the current school year, and the affected boards adopt a resolution to study the question of undergoing a reorganization or dissolution to take effect on or before July 1, 2014, will be eligible for supplementary weighting of 0.1 for a maximum of three years for resident students participating in the whole grade sharing. Receipt of supplementary weighting for a second and third year shall be conditioned upon submission of information resulting from the study to the SBRC indicating progress toward the objective of reorganization on or before July 1, 2014. The report on progress is due August 1.

The whole grade sharing agreement must be implemented and the joint board resolution must be adopted on or before the October 1 on which date the whole grade sharing supplementary weighting is requested on form 12. The districts must be contiguous. If two or more districts are not contiguous to each other, all districts separating those districts must be a part to the whole-grade sharing arrangement and be participants in the joint board resolution. The board resolution will be included in the board minutes showing official action taken by the board.

For the second or third year of whole grade sharing supplementary weighting the report to the SBRC showing adequate progress toward reorganization must be submitted by August 1 before the October 1 on which date the whole grade sharing supplementary weighting is requested. The SBRC will review and accept or reject the report as showing adequate progress toward reorganization at the Committee's first following regularly scheduled meeting.

The years of supplementary weighting for whole-grade sharing are not required to be consecutive years. However, the final year in which supplementary weighting may be added on October 1 for whole-grade sharing shall not be later than the school year that begins on July 1, 2014.

Whole grade sharing is defined as an arrangement in which all or a substantial portion of the students in any grade are shared with one or more other school districts for all or a substantial portion of a school day pursuant to a whole grade sharing agreement executed under Iowa Code sections 280.10 through 280.12. Whole grade sharing may either be one-way or two-way sharing. If students in any grade are whole-grade shared with one or more other districts, even in the absence of an agreement executed pursuant to Code, then students in that grade level are only eligible for supplementary weighting under certain circumstances and then only at a weighting of 0.1 rather than .48. Students in whole grade sharing, whether in or out, are not eligible for supplementary weighting under any other supplementary weighting plan except attending community college courses for college credit if the course is qualifying.

A district that discontinues grades pursuant to section 282.7 is deemed to be whole-grading sharing the students in those discontinued grades.

If the district has students open enrolled to its whole grade sharing partner district in the same grades that are shared, those students would continue to be open enrolled out students unless the open enrollment is terminated by the parent or guardian. This is true, even if the other students in the same grade are whole grade shared to the same district. The open enrolled out students in the whole grade shared grades are not eligible for supplementary weighting.

Supplementary weighting for whole grade sharing is available under certain circumstances for a limited time. That weighting can be carried forward following reorganization as a reorganization incentive; however, the incentive is not included on the certified enrollment forms after reorganization. Instead, it will be entered on the aid and levy worksheet by the Department of Management.

ICN Classes

Resident students may be counted for supplementary weighting at 0.05, rather than 0.48, if they meet one of the following three conditions:

- Receive a virtual class provided by another school district via ICN video services.
- Receive a virtual community college class via ICN video services. The community college class must be a course eligible for supplementary weighting.
- Attend a virtual class provided by the resident district to students in one or more other Iowa school districts via ICN video services.

These classes are classes that are not eligible for supplementary weighting under any other supplementary weighting plan.

If students are sent to another district/community college class for a portion of the class and the balance of the class is offered over the ICN, the resident district will enter that as 2 separate classes: once for the portion offered over the ICN at a weighting of 0.05, and the rest of the class time as a standard 0.48 shared classes.

One half of the ICN supplementary weighting must be reserved for payment to the teacher of the ICN class. See the administrative rules for the procedures for this payment.

Regional Academy

If a resident student attends class in a regional academy located in your resident district (Condition E), the student is eligible for supplementary weighting of 0.1 FTE in the following situation:

- The school district that establishes a regional academy shall be eligible to assign supplementary weighting of 0.1 for its resident students attending classes at the academy for the portion of time that the student attends shared academy classes.
- The maximum total weighting allowed is 30 FTE.
- The class is not eligible for supplementary weighting under any other sharing condition.
- The minimum total weighting is 15 FTE **IF** a district meets the requirements of a regional academy **AND** in addition includes career-technical courses to which Iowa districts send students in grades 9-12. If the district does not meet the requirement, then the FTE is the amount generated without a minimum.
- *The department will enter the minimums and maximums after districts have filed their certified enrollment.*

The sending districts would not report their students as "regional academy." Those districts would be sending students under Condition A or B.

A regional academy is an educational program established by a school district (not a community college) to which two or more other school districts send students in grades 9-12. A regional academy shall include in its curriculum two or more advanced-level courses, which are not part of a career-technical program, and **in addition** may include in its curriculum career-technical programs, Internet-based coursework and ICN coursework. An advanced-level course is a course that is above the level of the course units required as minimum curriculum in Iowa Administrative Code Chapter 281—12 in the host district.

A regional academy cannot be established by a community college; regional academies are school district programs.

The sending and receiving districts may not be whole-grade sharing partners.

The resident students in the host district must not be eligible for supplementary weighting under any other supplementary weighting plan for the regional academy classes.

Add Screen

- **THERE ARE TWO ADD BUTTONS. THE SECOND ONE IS ONLY FOR CONCURRENT ENROLLMENT COURSES. THE FIRST ADD BUTTON IS ALL OF THE OTHER SHARING OPTIONS FOR STUDENTS OR TEACHERS.**
- **SHARED OPERATIONAL FUNCTION SHARING GOES ON FORM 12A, NOT FORM 12.**

FIRST ADD SCREEN ON FORM 12

Click the FIRST add button to go to an entry screen.

Form 12, Sharing Condition.

Select one of the follow Condition codes from the dropdown menu:

- Resident student attends class in another school district excluding whole grade sharing,
- Resident student attends class taught by a teacher employed by another school district excluding whole grade sharing,
- Resident student attends class taught by a teacher jointly employed by two or more school districts excluding whole grade sharing,
- Resident student attends class in a regional academy operated by and located in the district. (Only the host district is eligible to select this condition.)
- Resident student attends class in another school district under whole grade sharing,
- Resident student attends class taught by a teacher employed by another school district under whole grade sharing,
- Resident student attends class taught by a teacher jointly employed by two or more school districts under whole grade sharing, or
- Resident student attends a class offered by another school district that is taught via the ICN video network.
- Resident student attends a community college-offered class for college or dual credit that supplements, not supplants, the high school courses, and is taught via the ICN video network.
- Resident student attends a class offered by the district to students in other districts and is taught via the ICN video network. (Only the host district is eligible to select this condition.)

No single course or sharing arrangement can be entered more than once.

Form 12, Sharing District or Community College Name.

Enter the name and number of the public school district or Iowa Community College with which your district shares. Community college numbers are 4-digit numbers beginning with "99." If the sharing condition is an in-district regional academy or in-district provided ICN, enter your own district name and number for each subject/course.

Form 12, Course Code.

Select the most similar subject/course code or name from the dropdown menu. Do not enter any codes for services. Use individual course names; do not group courses under any single course name. Each individual course/section should be listed separately. Do not use "multi-interdisciplinary studies," except for secondary whole-grade-sharing arrangements.

Form 12, Grade Span.

Select the start grade from the dropdown menu.

Select the end grade from the dropdown menu.

Form 12, Class Periods in a Year of this Class.

Enter the number of class periods for this class in the school year using a 180 day school year. For example if the district has a 2-semester class that meets for 1 period 3 times a week, the number of class periods for this class would be 108. This is calculated as 3 weekly periods x 36 weeks = 108 total periods.

For an elementary-level class, convert the minutes of class to periods for purposes of this calculation.

For community college courses, do not determine class periods by using a credit-equivalent. Class periods are based on seat time in the class, not credit granted. Do not enter a number that exceeds the total class periods available in a school year below.

Use the comment box on the form to explain any semester course for which your district has reported more than 90 class periods (or 45 block class periods) or to explain any full year course for which your district has reported more than 180 class periods (90 block class periods).

Form 12, Total Class Periods Available in a School Year.

From the dropdown menu, select the total number of class periods in a year that most closely matches your district.

Block (4 blocks per day) scheduling for 180 days = 720 total "periods" per school year.

Block (5 blocks per day) scheduling for 180 days = 900 total "periods" per school year.

6 periods per day for 180 days = 1080 total periods per school year.

7 periods per day for 180 days = 1260 total periods per school year.

8 periods per day for 180 days = 1440 total periods per school year.

9 periods per day for 180 days = 1620 total periods per school year.

Each class period needs to be considered separately to get the correct FTE. For example, a teacher having 4 out of 8 classes daily with 10 students in each class does not have 40 students for 4 class periods. That teacher has 40 students for the number of times that one of the classes will be held.

$(1 \text{ period} \times 180 \text{ days}) / (8 \text{ periods} \times 180 \text{ days}) = 180/1440$. This is the number of periods for each student.

If the class met 3 times per week instead of daily and met for 1 semester instead of 2 semesters, that teacher has 40 students for the number of times that one of the classes will be held.

$(1 \text{ period} \times 3 \text{ days} \times 18 \text{ weeks}) / (8 \text{ periods} \times 180 \text{ days}) = 541/1440$. That is the number of periods for each student.

If each class met for a different number of days then each class would have to be calculated separately on different rows.

Form 12, Number of Resident Students in Class.

For sharing conditions A through D, enter the number of resident students enrolled in the shared class in another district, or enrolled in a shared class taught by a teacher employed by another school district, or enrolled in a shared class taught by a teacher jointly employed by another district, or enrolled in a class at a community college for college credit under a sharing agreement. For sharing condition E, enter the number of resident students enrolled in classes shared with other districts and taught at a regional academy that your district offers.

Form 12, Weighting Factor and FTE.

When the update button is clicked, the FTE will be calculated using the correct weighting factor.

The supplementary weighting factor for district-to-district sharing is 0.48, except for whole-grade sharing, regional academy, and ICN classes. The weighting factor for whole-grade sharing and for hosting a regional academy is 0.10. Hosting a regional academy has a maximum FTE allowed of 30.0, and a minimum of 15.0 under certain conditions. The minimum will be entered by the Department of Education if the district does not have enough student-FTE reported in actual classes shared and if the district is eligible for the minimum. The weighting factor for ICN classes is 0.05.

The formula to determine supplementary weighting is to multiply the quotient of the number of class periods in a year of this class divided by the total class periods available in a school year times the number of resident students in the shared class times the appropriate weighting factor.

Repeat this sequence of add—update until all eligible shared classes have been entered.

After the certified enrollment has been edited and regional academy eligibility has been verified by the Department of Education, an adjustment will be entered on form 12 for the minimum or maximum.

SECOND ADD SCREEN ON FORM 12

Form 12, Sharing Condition.

There is not a dropdown menu to select from because the only sharing available on this add screen is:

- Resident student attends a community college-offered class for college or dual credit that supplements, not supplants, the high school courses.

No single course or sharing arrangement can be entered more than once.

Form 12, Community College Name.

Enter the name and number of the Iowa Community College with which your district shares. Community college numbers are 4-digit numbers beginning with "99."

Form 12, Discipline.

Select from the dropdown menu the discipline for your shared course. For a chart of course titles by discipline, go to the following webpage: <http://www.iowa.gov/educate/content/view/123/581/>

CLICK THE "UPDATE" BUTTON SO THAT THE COURSE TITLES WILL BE AVAILABLE IN A DROPDOWN MENU FOR THE DISCIPLINE YOU CHOSE.

Form 12, Course Title.

Select the course title from the dropdown menu. Do not enter any codes for services. Use individual course names; do not group courses under any single course name. Each individual course/section should be listed separately. If you have selected the correct discipline but your course title is not available in the dropdown menu, email Su McCurdy with the course title and discipline you are trying to enter, so that she can work with IT and the community college staff to add courses as appropriate. Su.McCurdy@iowa.gov Do not include the course under any other course title.

Form 12, Grade Span.

Select the start grade from the dropdown menu.

Select the end grade from the dropdown menu.

Form 12, Class Periods in a Year of this Class.

Enter the number of class periods for this class in the school year. This will need to be converted from the community college schedule to your district's schedule using a 180 day school year. The easiest way to calculate this is to determine from the community college schedule the number of minutes that course is scheduled (seat time for credit), then divide that total by the number of minutes in one period in your district. Round to the nearest whole number.

Do not determine class periods by using a credit-equivalent. Class periods are based on seat time in the class, not credit granted. Do not enter a number that is equal to or exceeds the total class periods available in a school year below.

Use the comment box on the form to explain any semester course for which your district has reported more than 90 class periods (or 45 block class periods) or to explain any full year course for which your district has reported more than 180 class periods (90 block class periods).

Form 12, Total Class Periods Available in a School Year.

From the dropdown menu, select the total number of class periods in a year that most closely matches your district.

Block (4 blocks per day) scheduling for 180 days = 720 total "periods" per school year.

Block (5 blocks per day) scheduling for 180 days = 900 total "periods" per school year.

6 periods per day for 180 days = 1080 total periods per school year.

7 periods per day for 180 days = 1260 total periods per school year.

8 periods per day for 180 days = 1440 total periods per school year.

9 periods per day for 180 days = 1620 total periods per school year.

Each class period needs to be considered separately to get the correct FTE. For example, a teacher having 4 out of 8 classes daily with 10 students in each class does not have 40 students for 4 class periods. That teacher has 40 students for the number of times that one of the classes will be held.

$(1 \text{ period} \times 180 \text{ days}) / (8 \text{ periods} \times 180 \text{ days}) = 180/1440$. This is the number of periods for each student.

If the class met 3 times per week instead of daily and met for 1 semester instead of 2 semesters, that teacher has 40 students for the number of times that one of the classes will be held.

$(1 \text{ period} \times 3 \text{ days} \times 18 \text{ weeks}) / (8 \text{ periods} \times 180 \text{ days}) = 541/1440$. That is the number of periods for each student. If each class met for a different number of days then each class would have to be calculated separately on different rows.

Form 12, Number of Resident Students in Class.

For sharing conditions A through D, enter the number of resident students enrolled in the shared class in another district, or enrolled in a shared class taught by a teacher employed by another school district, or enrolled in a shared class taught by a teacher jointly employed by another district, or enrolled in a class at a community college for college credit under a sharing agreement. For sharing condition E, enter the number of resident students enrolled in classes shared with other districts and taught at a regional academy that your district offers.

Form 12, Weighting Factor and FTE.

When the update button is clicked, the FTE will be calculated using the correct weighting factor.

The weighting factor for district-to-community college sharing is 0.46 for liberal arts and science courses and is 0.70 for career-technical courses.

The formula to determine supplementary weighting is to multiply the quotient of the number of class periods in a year of this class divided by the total class periods available in a school year times the number of resident students in the shared class times the appropriate weighting factor.

Repeat this sequence of add—update until all eligible concurrent enrollment classes have been entered.

Row 12A / Form 12A Supplementary Weighting for Resident Public Students when district is in an Eligible Operational Function Sharing Arrangements

Operational function sharing means sharing of managerial personnel in the discrete operational function areas of superintendent management, business management, human resource management, student transportation management, or facility operation and maintenance management. For specific requirements for each discrete operational function area, refer to Chapter 281--97 of the Iowa Administrative Code.

The opportunity to include shared operational functions for supplementary weighting is available up to 5 years, beginning with the 2007-2008 school year through the 2012-2013 school year. The funding is phased out at 20% each year over the 5 years. The Department will enter the phase out adjustment after districts have filed their certified enrollment.

In order to receive the second through the fifth year of supplementary weighting, the district/AEA must show cost savings on its certified annual report (CAR-COA upload). The department will verify the cost savings pursuant to Rules when the CAR-COA is certified. If the district does not show cost savings, the supplementary weighting will be deleted from form 12A.

The weighting is calculated as row 7 of the certified enrollment (actual enrollment) times the weighting factor of 0.02. There is a maximum of 40 FTE and a minimum of 10 FTE, for all sharing arrangements added together, before the application of the phase out. *The department will enter the minimums and maximums after districts have filed their certified enrollment.*

AEAs can participate in the Operational Function Sharing program for a supplementary weighting dollar amount. The minimum is \$55,000 and the maximum is \$200,000 for an AEA.

Add Screen

Click the add button to go to an entry screen.

Form 12A, Sharing Condition.

Select one of the follow Condition codes from the dropdown menu:

- Superintendent Management
- Business Management
- Human Resource Management

- Student Transportation Management
- Facility Operations and Maintenance Management

Operational function sharing personnel shall not include clerical, librarians, counselors, nurses, curriculum directors, teachers, aides, principals, board officers, school improvement or technology directors, school bus mechanics or drivers, custodians, or similar personnel classifications. Operational function sharing also does not include sharing of programs or facilities.

Do not enter the same individual in more than one shared operational function. Do not enter the same operational function more than once.

Form 12A, Normal annual contract hours for a full-time position.

Enter the total annual contract hours that are customary for a full-time employee in this operational function category.

Form 12A, Hours contracted/utilized by your district.

Enter the number of hours of the total annual contract hours reported above that your district contracts or utilizes this person in this operational function category. To be eligible for supplementary weighting these hours utilized by your district must be at least 20% of the total annual full-time contracts hours.

Form 12A, Enter Partner 1 district number.

Eligible partners include:

- Another LEA, enter its district number.
- An AEA, enter its district number.
- A Community College, enter its district number.
- A city or town, enter 0001.
- A county, enter 0002.
- Malcolm Price Laboratory School, enter 0003.
- Iowa Braille and Sight Saving School, enter 0004.
- Iowa School for the Deaf, enter 0005.
- Iowa State University, enter 0006.
- University of Iowa, enter 0007.
- University of Northern Iowa, enter 0008.

Sharing partners must be contiguous to the partner holding the employment contract on the shared individual. To be eligible for supplementary weighting these hours utilized by at least one partner must be at least 20% of the total annual full-time contract hours.

Form 12A, Enter the hours contract/utilized by Partner 1.

Enter the number of hours of the total annual contract hours reported above that Partner 1 contracts or utilizes this person in this operational function category.

Continue entering the Partners' district number and number of hours contracted/utilized for any additional Partners 2 through 5.

Form 12A, Who holds the employment contract.

Indicate by clicking which entity, your district or which of your partners, holds the employment contract on the shared individual in this operational function category.

One partner must hold the employment contract with the shared individual, but no more than one partner may hold an employment contract with the shared individual. The individual shared cannot be a private contractor or employee of a private contractor.

After the certified enrollment has been edited and verified by the Department of Education, an adjustment will be entered on form 12A for the minimum or maximum and for the phase out.

Use the dropdown menu to go to the next form.

Row 13 / Form 13

Weighting for Limited English Proficient Resident Public Students

There is no add button for form 13.

Form 13, Number of Students by Year in Program.

Enter the total number of regular education Limited English Proficient students in their first year in your program, in their second year in your program, in their third year in your program, and in their fourth year in your program in your district. The purpose of the Limited English Proficient weighting is to provide additional funding for the excess costs of instruction of Limited English Proficient students above the costs of instruction of students in regular curriculum.

If other students are in need of services beyond the fourth year, the district may request modified allowable growth from the SBRC to provide funding for continued services. However, students may not be included for Limited English proficient weighting on Form 13 beyond the fourth year of services in your school district for that student. For more information on requesting modified allowable growth from the SBRC, refer to the SBRC application data collection.

When the update button is clicked, the total weighting will be calculated.

Use the dropdown menu to select the next form.

Row 14

Resident Students Attending Accredited Nonpublic Schools

The information for Row 14 of the certified enrollment summary form comes from information submitted by the nonpublic schools directly to the Department of Education. Students on this form are limited to those students that reside within your district boundaries. This information will be entered on your form automatically as the information is input by the accredited nonpublic schools on their certified enrollment forms. Your district may browse Form 14 to see which nonpublic schools have submitted data and the number of students reported as residents of your district. This form is browse only. If there are discrepancies with your district records, contact the nonpublic school to discuss the student enrollment status so that both of you agree on the information reported by the nonpublic school.

The accredited nonpublic schools are to report students by their Iowa districts of residence who are enrolled in their accredited nonpublic schools. Enrollments are reported by each individual nonpublic schools rather than system wide.

- Include only students who are residents of the State of Iowa. Do not include students from other states or students from other countries attending the school on a foreign student exchange program.
- A student can be a resident student in only one school district.
- Count each student as 1.0 even if the student is also counted as a shared time nonpublic student enrolled in a public school district.
- Include only students who are of school age.
- Include students enrolled in accredited or specially approved nonpublic schools but do not include students enrolled in non-accredited schools.

Use the dropdown menu to select the next form.

Row 15

Students Attending an Accredited Nonpublic School Located Within Your District on Whose Behalf the Nonpublic School is Requesting Textbook Services

The information for Row 15 of the certified enrollment summary form comes from information submitted by the accredited nonpublic schools directly to the Department of Education. The students on this form include all Iowa resident students, regardless of the districts in which the students reside, that are attending the nonpublic school that is located within your district. The information is entered on your forms automatically as the accredited nonpublic schools certify their enrollments. Your district may browse Form 15 to see which nonpublic schools located in your district have submitted data and the number of students reported on whose behalf textbook services have been requested. This form is browse only. If

there are discrepancies with your district records, contact the nonpublic school to discuss the student enrollment status so that both of you agree on the information reported by the nonpublic school.

Textbooks and textbook substitutes adopted and purchased by the board of a public school district are made available, to the extent funds are appropriated by the legislature, to students enrolled in accredited nonpublic school located within the boundaries of the public school district regardless of the district of residence of those students. "Textbooks" means books and loose-leaf or bound manuals, systems of reusable instructional materials or combinations of books and supplementary instructional materials which convey information to the student or otherwise contribute to the learning process, or electronic textbooks, including but not limited to computer software, applications using computer-assisted instruction, interactive videodisc, and other computer courseware and magnetic media.

- The nonpublic school must be an accredited or specially approved school.
- The students included must all be Iowa residents.
- The authorities in charge of the accredited nonpublic school must make a request for textbook services to the public school district in which it is located on behalf of the school's enrolled students. **This form 15 is considered to be that request to your district and no other written request is required.**
- The nonpublic schools shall certify their enrollments taken on the first weekday of October to the Department of Education on or before October 15, 2008.
- The textbooks and textbook substitutes must be adopted and purchased by the public school district. The nonpublic school cannot receive cash from the public school district for textbooks even as a reimbursement.
- The textbooks and textbook substitutes must be nonsectarian and nonreligious.
- The public school district must have received funds for the nonpublic school from the appropriation or have funds remaining from the prior year/s' appropriation for the nonpublic school before the nonpublic school may receive services.

The Department of Education is required to provide to the public school district the maximum dollar amount it has available from the appropriation to be used for textbook services. This notification will occur on or after October 15, 2008, after all accredited nonpublic schools have certified to the Department of Education. The per pupil amount is determined by dividing the total appropriation by the total number of students in all Iowa accredited nonpublic schools that have requested to participate in the textbook program. The appropriation is limited. This means that once the public school districts are notified of the amount of the appropriation allocated to them, there is no funding left to be allocated on behalf of nonpublic schools that filed late.

Use the dropdown menu to select the next form.

Row 16 / Form 16 Certified Teacher Counts

The information for Row 16 of the certified enrollment summary form comes from form 16.

Report the FTE of K-12 teachers and special education preschool teachers on row 1, report the FTE of librarians/teacher librarians and counselors on row 2, report the FTE of other professionals without a teaching certificate, but who hold a Board of Educational Examiner issued statement of professional recognition and have at least a baccalaureate degree on row 3, report the FTE of other professionals without a teaching certificate and without a baccalaureate degree who hold a Board of Educational Examiner issued statement of professional recognition on row 4; and on row 5, report the FTE of any preschool teachers who were not already included on row 1. The total of rows 1, 2, 3, 4, and 5 is calculated automatically on row 6.

For individuals employed as teachers less than full-time, report on an FTE basis. Full-time equivalent (FTE) means the proportion of time for which an individual is employed as a teacher compared to the time that full-time teachers, carrying a normal work schedule in the same school district, for the same school, during the entire school year, are employed as teachers. Individuals employed in both an administrative and a non-administrative position by the board of directors will be considered a part-time teacher for the portion of time that the teacher is employed in a non-administrative position.

Include only those teachers who are employed for the school year beginning July 1, 2008, and who are under contract and on the job on October 1.

Include teachers who are employees of your district, but do not include teachers who are employees of other districts or who are employees of private agencies that operate instructional programs under a 28E agreement/contract with the district.

For purposes of the Educational Excellence Program, a teacher is defined as an individual who holds a practitioner's license issued under Iowa Code chapter 272 or an individual who holds an unexpired statement of professional recognition issued by the board of educational examiners, is employed in a non-administrative position, and is employed pursuant to a continuing contract under Iowa Code section 279.13. This does not include a paraeducator. The practitioner's license or statement of professional recognition must be valid on or before October 1 for the individual to be included on this form.

There is no add button for form 16.

Form 16, Row 1, Teacher and special education preschool Teacher FTE

Enter the total number of full-time equivalent (FTE) teachers. For this row, a teacher is defined as one who holds a practitioner's license issued under chapter 272, who is employed in a non-administrative position by a school district or AEA pursuant to a contracted issued by a board of directors under section 279.13.

Form 16, Row 2, Librarians/teacher librarians or Counselors FTE

Enter the total number of full-time equivalent (FTE) teacher librarians or counselors. For this row, a teacher librarian or counselor is defined as one who holds a practitioner's license issued under chapter 272, who is employed in a non-administrative position by a school district or AEA pursuant to a contracted issued by a board of directors under section 279.13.

Form 16, Row 3, Other Professionals/Teachers FTE who hold a statement of professional recognition (SPR) issued under chapter 272 by the board of educational examiners and who hold at least a baccalaureate degree.

Enter the total number of full-time equivalent (FTE) for other non-administrative school personnel who meet the definition of a teacher under the Educator Quality Program and who are not included on rows 1 or 2. These individuals will not have practitioner's licenses issued under chapter 272, but will have both a minimum of a baccalaureate degree and an SPR issued under chapter 272.

Form 16, Row 4, Other Professionals/Teachers FTE who hold a statement of professional recognition (SPR) issued under chapter 272 by the board of educational examiners and who do not hold at least a baccalaureate degree.

Enter the total number of full-time equivalent (FTE) for other non-administrative school personnel who meet the definition of a teacher under the Educational Excellence Program, but not the Educator Quality Program, and who are not included on rows 1, 2, or 3. These individuals will not have practitioner's licenses issued under chapter 272 nor a baccalaureate degree but will have an SPR issued under chapter 272.

To renew the SPR requires a baccalaureate degree; so when the current SPR expires, that individual will no longer be reported on row 4. If the individual has attained a baccalaureate degree, he/she will be reported on row 3 instead of row 4. If the individual has not attained a baccalaureate degree, that individual will no longer be reported on form 16.

Form 16, Row 5, Preschool Teacher FTE

Enter the total number of full-time equivalent (FTE) preschool classroom teachers not properly reported on row 1. Do not include individuals providing custodial or day care services that are not part of your district's instructional program.

Form 16, Row 6, Total

When the update button is clicked, the total on row 6 will be calculated. No rows will include paraeducators or the portion of time that a teacher is employed in an administrative position.

Use the dropdown menu to select the next form.

Certification

On the bottom of the certified enrollment summary form, enter the name and contact information of the person who can answer questions concerning the completion of this Certified Enrollment Report. Print the form and retain a copy in the district records.

Clicking the “certify” button on the web based data collection, signifies “signing” the certification form, and no further paperwork is necessary. The district will not be given credit for having completed its certified enrollment until the information has been certified. Once the data have been certified, data can no longer be changed. Data will, however, still be browsable.